# Annual Report

*of the*

# British Columbia Legislative Library

# 1985

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## OUR COVER STORY

Lino print of the entrance to the Library by an unknown artist. The block was found in the attic in November 1985. It appeared on the cover of the British Columbia Library Association's periodical, *British Columbia Library Association Bulletin*, January 1955, volume 18, number 3.

May 15, 1986

THE HONOURABLE K. WALTER DAVIDSON
SPEAKER OF THE LEGISLATIVE ASSEMBLY OF
BRITISH COLUMBIA

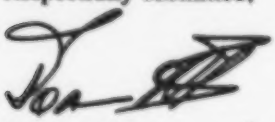
Mr. Speaker:

I have the honour to submit the Annual Report for the year 1985.

In recognition of the Library's new status this report begins with an overview of its history and present activities. Additional information and statistics for the year 1985 are included in the Appendices.

The report is submitted pursuant to order 116 of the Standing Orders of the Legislative Assembly, 1985.

Respectfully submitted,



Joan A. Barton
Legislative Librarian

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# BRITISH COLUMBIA LEGISLATIVE LIBRARY REPORT

## *A Review — 1985*

### INTRODUCTION

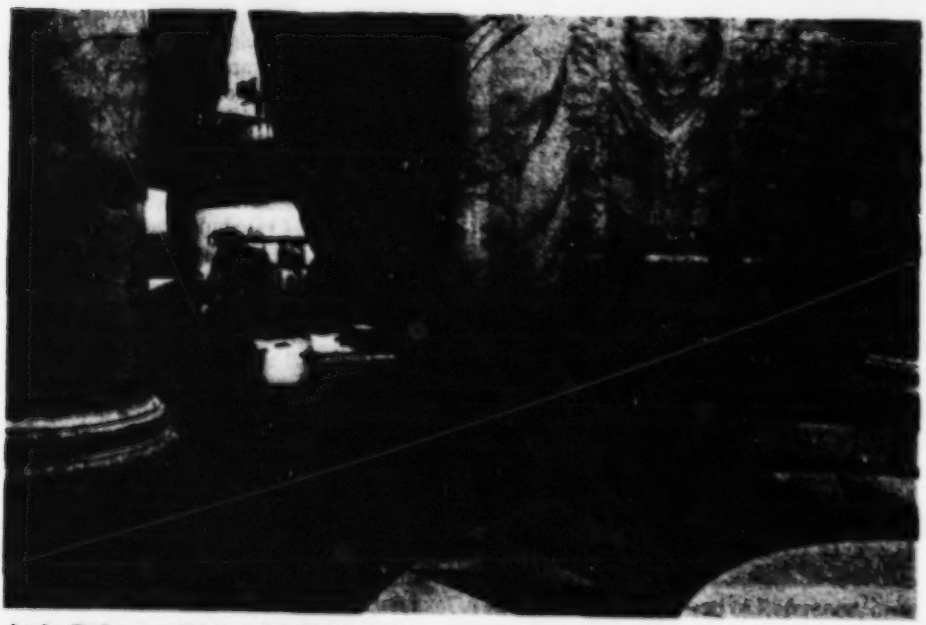
On February 22nd, 1985 the Legislative Assembly passed new Standing Orders which introduced significant changes to the conduct and proceedings of the Legislature and to the activities of its support services. Under the new rules the management and control of the Library was, for the first time, vested with Mr. Speaker. The change ended a traditional relationship of shared control between the Office of the Speaker and the Ministry of Provincial Secretary and Government Services.

This report is the first to be addressed solely to the Speaker of the House. It seems appropriate therefore to begin the new era with a review of Library activities. These activities are outlined to inform the Members of the Assembly about programmes and services pursued on their behalf and for the Province in general. The Annual Report for 1985 will conclude the review.

### HISTORY

The Legislative Library was founded in 1863 to serve the British Columbia colonial Legislature. The first permanent Legislative Librarian was appointed in 1893. In 1894 the *Legislative Library Act* formally established the institution we know today. The Library moved into its permanent quarters in the Parliament Buildings in 1915. At that time the collection included material for archival and provincial public library collections. Over time two new organizations, the *Provincial Archives* and the *Public Library Commission*, now the *Library Services Branch*, developed into separate independent institutions. They still retain close ties with the Legislative Library.

Although nominally under the direction of the Speaker of the Legislative Assembly, the Library was for most of its history administered by several line ministries. These included the Department of the Attorney



At the Reference Desk. John Parks, M.L.A. Maillardville-Coquitlam, centre, talks to Allan Nicols, Ministry of Education, while Eileen Dailly, M.L.A. Burnaby-North, checks a reference source. Librarian on the telephone is William Peters.

General, 1911-1919; Department of the Provincial Secretary, 1919-1942; Department of Education, 1942-1960/61; and Department of the Provincial Secretary and Government Services, 1961/62-1985. On February 22, 1985 the Legislative Library became a service of the Legislative Assembly administered directly by the Speaker.

## THE MANDATE OF THE LIBRARY

Under the *Legislative Library Act*, R.S.B.C. 1979, C.230, S.B.C. 1985, C.11 and *Standing Orders of the Legislative Assembly*, Nos. 116-119, the Library is required to provide reference and research services for the Members of the Legislative Assembly, their research staffs, the Executive Council, the Officers of the House, legislative support staffs and the Press Gallery. Provided there is no conflict with service to core users it also assists research staffs of the public service.

## ADDITIONAL ACTIVITIES

In the absence of a Provincial Library to address the academic and retention needs of the Province, the Legislative Library collects, retains and makes available significant special bibliographic collections for the people of the Province. Service is therefore extended to the general public, whenever it does not conflict with service to legislative officials and their staffs.

Programmes which have a direct impact on the Province include the Cataloguing in Publication Programme (CIP) and the publication of the *British Columbia Government Publications Monthly Checklist*.

## THE ORGANIZATION: ITS SERVICES AND POLICIES

The Library pursues its mandate through a division of services based on the traditional library organization:

***Public Services*** — The chief access point for information retrieval: the Information Desk and supporting bibliographical material such as the Newspaper Index, the public Reading Room, bibliographic catalogues, reference material, the *Special Projects Division* and the staff designated to meet the information needs of clients.

***Technical Services*** — The support services established to acquire, process and organize the collection into units which facilitate ease of use. These units include the *Government Publications Division*, the *Cataloguing Division* and the *Acquisitions and Filming Division*. Technical Services also bears major responsibilities for computer services and word processing functions.

## REFERENCE SERVICES DIVISION

The Reference Services Division is responsible for the provision of information services to clients and for assisting them in the use of the Library's newspapers, periodicals, books, government publications, computer assisted literature searches, and inter-library loan services.

There are six Reference Librarians assigned to the Reference Division. One is always at the Information Desk to meet and assist library users. All members of the professional staff, including the Legislative Librarian, are required to provide reference services to clients. The service provided is entirely objective, confidential and apolitical, and must meet the high standards of quality and accuracy laid down by tradition and enforced by the Legislative Librarian. Librarians provide factual, non-interpretive information which may range from finding the address of a firm to compiling lengthy subject bibliographies. Much of their time is spent researching diverse topical issues such as the impact of acid rain on Canadian ecological systems, community reaction to Mennonites living in British Columbia, the history of socialism, Machiavelli's writings on leadership and power, and Native Indian land claims questions.

### *Newspaper Index*

Since 1900 the Reference staff has maintained a Newspaper Index of Vancouver and Victoria daily newspapers. The newspapers are indexed selectively for material of historical, political, economic, social and local importance to the Province. The index is arranged by subject. The Library hopes that with improvements in computer-based storage and retrieval systems the index will, within the next five years, be converted from a card file to an on-line service.

Significant newspapers included in the index are: *The Colonist* and *The Times*, published in Victoria; *The World*, *The Morning Sun*, *The Star*, *The Province* and *The News Herald* published in Vancouver. The *Victoria Times-Colonist*, the *Vancouver Sun* and the *Vancouver Province* are the newspapers currently indexed.

There was minimal indexing between 1910 and 1930. A programme for retrospective indexing (Retro Indexing) was introduced in 1973 to fill in the gap. It is a slow process as Retro Indexing always gives way to more pressing priorities.

### *Computer Reference Service*

On-line information retrieval systems provide information not available in print sources and in advance of print material. They also improve on types of searching which could be done manually, but only with great expenditure of staff and time. The technique also provides users with areas of information contained in sources which are not subscribed to by the Legislative Library. On-line reference service was introduced in January 1977 to meet the following objectives:

- Extend the research capabilities of the Legislative Library

Maureen Lawson, Head of Reference, centre, discusses a newspaper indexing problem with assistants Linda Cole, left, and Cheryl Wenezenki.

- Extend the information resources available to researchers throughout the Provincial Government
- Accomplish the above at least cost.

The service began with two data bases. Today the Library has access to over three hundred data bases. The extent and scope of the service continues to expand and it has steadily established itself as one of the most significant aids available to researchers who enjoy the advantages of fast and accurate searching. On-line searching has been integrated into each librarian's traditional reference programme. They assess questions to determine whether searches should be done manually, by computer, or by a mix of both techniques.

### *Inter-library Loans*

Inter-library Loans (ILL) is the formal cooperative international procedure which permits institutions to borrow from each other. They supplement their individual collections to meet the needs of their clients in subject areas where the institutions may be deficient. One measure of the strength of a library's collection is whether it borrows more than it lends. The Legislative Library has experienced a considerable decrease in the number of its requests made to other libraries and is pleased with its high success rate in meeting patrons' requests through its own resources.

*Reciprocal Agreements*. This Library has reciprocal Inter-library Loan agreements with the Universities of Victoria and British Columbia. Instead of adhering to the more cumbersome international code, the three institutions reduce their administrative costs through an exchange of material based on "quid pro quo" arrangements.

The *Envoy Electronic Message Service* is a communications network which allows participating institutions to transmit loan information via computer terminals. The Legislative Library joined the system in January 1983.

## GOVERNMENT PUBLICATIONS DIVISION

The Government Publications Division is responsible for acquiring, processing, storing and retrieving the Library's government publications, compiling The *British Columbia Government Publications Monthly Checklist*, and administering the Legislative Exchange Programme and other exchange and deposit arrangements.

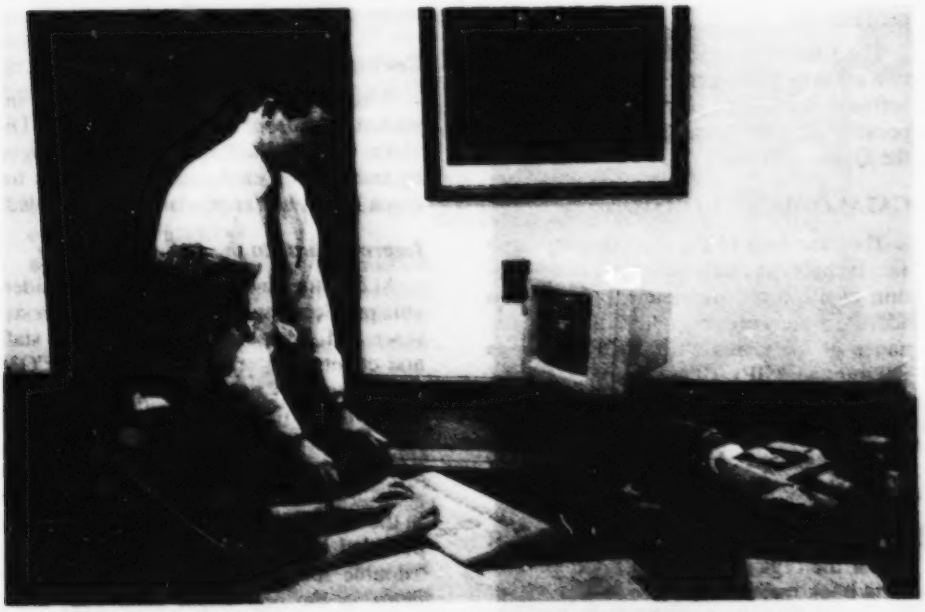
Government publications are defined as Federal, Provincial, Crown Agency and State Publications. The Library separates government publications from book and periodical materials which are produced by non-government organizations. Publications are arranged according to jurisdiction in alphabetical sequence. They are retrieved through the *Government Publications Card Index* which is compiled by the Division.

In 1978 the Division devised its own alpha-numeric coding scheme to facilitate retrieval and reshelving of government publications. The new scheme has successfully eased problems of document retrieval in an expanding collection. The coding scheme has been published in John Pemberton's *The Bibliographic Control of Official Publications*, Pergamon Press, 1982. It has also been implemented by the British Columbia Attorney General's library.

### *The Legislative Exchange Programme*

This programme is a cooperative exchange between British Commonwealth Legislatures and Parliaments. It ensures that each jurisdiction receives its full complement of parliamentary publications. Members of the Programme include Great Britain, Australia, The Canadian Parliament, Canadian Provincial Legislatures and some United States jurisdictions. Publications sent to exchange participants include:

British Columbia Gazette, Parts I, II and Index
Journals of the Legislative Assembly
Bills, 1st Reading
Orders of the Day
Votes and Proceedings
Bills, 3rd Reading



John MacEachern, Head of Government Publications and Librarian's secretary, Stephanie Wood test new software on the Wang PC.

Hansard
Hansard Index
Statutes
Annual Index to the Revised Statutes, 1979 (effective 1985 edition)
British Columbia Government Publications Monthly Checklist and the Annual Cumulation.

### *The Monthly Checklist*

The *British Columbia Government Publications Monthly Checklist* is intended to improve the public's knowledge of and access to British Columbia government publications.

While the Queen's Printer acts as the central printing agency, each Ministry is responsible for the distribution of its own publications. This system makes it difficult for the public to have easy access to the wide range of government publications available to them. Since the Legislative Library is the provincial depository library and has daily contact with both the Ministries and the Queen's Printer, several organizations requested that it publish a list of its recently received British Columbia government publications. In 1970 the Library began in-house publication of the *Monthly Checklist* to provide the public with the necessary guide to current government publications.

The Checklist and the Annual Cumulation are now processed by custom and IBM software at British Columbia Systems Corporation. It is sold as a subscription item by the Queen's Printer.

## CATALOGUING DIVISION

The functions of the Cataloguing Division include the cataloguing and classification of all non-government publications added to the collection, and the maintenance of the Cataloguing in Publication Programme (CIP).

### *Cataloguing Services*

The Legislative Library uses the Dewey Decimal Classification System, the Library of Congress Subject Headings and the Anglo-American Cataloguing Rules (AACR II) for the organization of all non-government book materials.

Since the Library's inception the card catalogue has been the chief retrieval source for the book collection. Over time the efficiency and effectiveness of card catalogues have declined and their maintenance has become more costly. By the early 1970's it became increasingly evident to libraries that more and more users avoided card catalogues whenever possible. Surveys showed that lack of perseverance and a poor understanding of their structure and rules (e.g., filing sequences) resulted in a high number of retrieval failures. In seeking solutions to these problems many Canadian libraries, including this Library, turned to automated cataloguing systems which offer benefits such as decreased time spent in searching and less time and effort needed to understand the system in order to use it productively.

### *Computer Output Microfiche (COM) Catalogue*

In January 1979 the Legislative Library began using the University of Toronto Library Automation Systems (UTLAS) catalogue support service to build up a file of machine-readable records. This file is used to produce a computer output microfiche (COM) catalogue. The card catalogue was closed at the end of March 1979. Access to all books added to the collection since that date is provided through the COM catalogue only.

### *Retrospective Conversion*

While the initial use of UTLAS was intended for current cataloguing only, the Division steadily built up the COM catalogue by transferring card catalogue records for items which had copies or volumes added.

### *Improvements to the COM Catalogue*

At first the new system created considerable problems, which resulted in user resistance and dissatisfaction among both staff and clients, who perceived that the COM catalogue was not meeting their needs. Users had difficulty adjusting to a new format, which included a machine and film, new filing rules and the lack of a reference structure (no "see" and "see also" guides in the catalogue). The problems were compounded by the further annoyance of the "double look-up". Since there were few items in the new COM catalogue, users needed to look in both the old and the new sequences to ensure accuracy in searching.

Improvements from UTLAS, greater familiarity with the COM catalogue and a larger number of records in the new file have created a more effective system. User resistance gradually decreased as the Cataloguing Division created a large database of records of a high standard.

The Legislative Library has not yet implemented an on-line computer-assisted system in which the user, with little knowledge of how the system works, is able to acquire what is needed quickly and with little effort. The system in place is at the intermediate stage. However, the library is now in a good position to begin the search for an on-line system which will meet the needs of its clients.

### *Cataloguing in Publication (CIP)*

Cataloguing in Publication (CIP) is a programme coordinated by the National Library of Canada through which new Canadian publications receive library cataloguing before they are published.

Since May 1978 the Legislative Library has been the official agent for supplying CIP data in the publications of the Province's Ministries and Crown Agencies. In August 1980 the programme received official sanction from the Executive Council. Under Cabinet Directive 80-2 all titles which fall within the scope of the CIP programme must be submitted before publication to the Cataloguing Division for CIP.

#### *Benefits of the Programme*

The chief benefits of CIP are related to ensuring ease of access to provincial government publications:

- Book stores, libraries and information centres in North America and beyond are provided more quickly with the information needed to select and order publications
- Small libraries and other institutions which lack the highly technical skills of professional cataloguers are provided with essential cataloguing information in the publications when they are acquired
- Libraries and information centres are able to make government publications more quickly accessible to researchers and the general public
- Elusive publications which might have been lost to future researchers are added to the Legislative Library's collection.

An example of CIP is contained on the verso of the title page of this report. Appendix IV illustrates full CIP entries in two British Columbia Government publications.

## ACQUISITIONS AND FILMING DIVISION

This Division is responsible for the selection and acquisition of all non-government books, periodicals, newspapers and microforms. Division members perform bibliographic searching, ordering and recording of newly arrived material which is routed to the Cataloguing and Reference Divisions.

Through the activities of the *Filming Unit*, original documents such as Vancouver Curb and Stock Exchange Reports, British Columbia newspapers, periodicals and government publications, notably the papers of the Clerk of the House and government news releases, are filmed for retention by either the Legislative Library or the Provincial Archives.

Gloria Mosser films current newspapers.

The Division works closely with the Records Management Branch of the Ministry of Provincial Secretary and Government Services, which is responsible for quality control and testing of all government microfilmed products, and with the Provincial Archives, which houses non-government literary and artistic works, including the Provincial Newspaper Collection on microfilm.

*Special Projects*

In cooperation with the National Library of Canada the Division participates in the *British Columbia Newspaper Project* and the *Canadian Institute for Historical Microreproduction Project*. Both projects are outlined in *Library Activities, 1985* which follows.

## *The Physical Plant*

After one hundred years of service the Library has outgrown its present accommodation and must resort more and more to microform holdings for material to be retained for future legislators and their researchers. Most of the stack areas are overcrowded. There is little space left for new acquisitions and the efficiency of stack maintenance has been reduced:

- Books need to be shifted more frequently, which increases the wear and tear on material
- Shelf reading becomes more difficult, and is therefore done less often
- The user's search effort is intensified as there are more books to scan when locating desired items.

In order to alleviate those problems the Speaker gave permission for the renovation of the attic, which has remained underutilized since it was vacated by the Provincial Archives in 1971. The additional stack area has given the library a short breathing space in which to reorganize overcrowded sections of the collection to better meet the needs of users.

## *Conclusion*

As the Library shifts away from its former Provincial Library role and becomes more dependent on microforms and computer-based support services, it is likely that the programmes outlined above will undergo substantial changes. Services will continue to focus more on providing specific information in response to legislative needs. The traditional emphasis on collection building and retention is expected to decrease in favour of providing information with greater speed and efficiency.

## LIBRARY ACTIVITIES, 1985

### *Public Services*

1985 was marked by a greater than usual number of personnel changes within the Reference Division which imposed a heavier workload on the remaining staff. The short sessions reflected a slight decline in reference questions answered and enabled the Division to maintain its usual high standard of service, in addition to making some progress on special and on-going projects.

#### *On-line Reference Service*

Computer-assisted reference service experienced a slight decline in the number of requests received, although it is noteworthy that there was an increase in demand from ministerial researchers. Some of the more interesting databases which were added during the year include Dun's Financial Records, Occupational Safety and Health, Biobusiness, Facts on File, Soviet Science and Technology, Computer Drug Information Full Text, PTS New Product Announcements and the VU/TEXT Information Service.

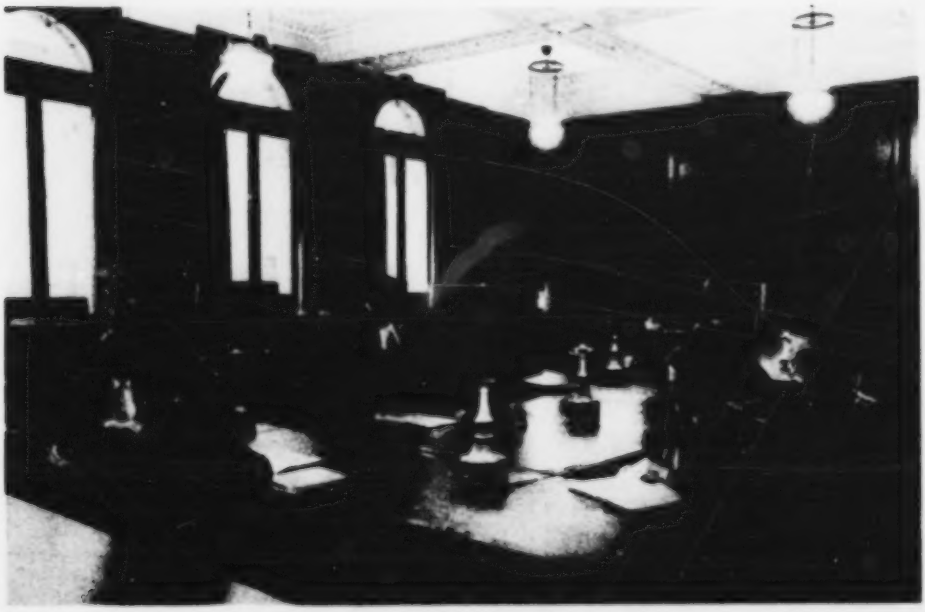
#### *Newspaper Indexes*

In spite of staff shortages the Current Newspaper Index was kept up to date throughout the year. The Index continues to be heavily utilized and is one of the most popular bibliographic tools. The use of an asterisk to designate major articles is a new feature which should enhance the usefulness of the index.

The Retrospective Indexing Project was somewhat neglected as librarians were called upon more frequently to assist with the Current Index and general reference desk work. The section was also without a typist for a good part of the year, especially when she substituted as secretary to the Legislative Librarian from July to October.

#### *Inter-library Loans*

There was a considerable decrease in the number of Inter-library Loan requests made to other libraries. This can be partially explained by the short legislative sessions. However it is also an indication that the



The camera flash surprises Reading Room users.

Library is highly successful in answering patron requests from its own resources.

The reciprocal borrowing agreements with the Universities of Victoria and British Columbia continue to be mutually beneficial and result in considerable savings in administrative costs and time.

Although the percentage of Inter-library Loan requests sent via the computer-based Envoy system has remained steady since 1983 (sixty six percent), requests received have increased dramatically (from thirty five percent in 1983 to seventy two percent in 1985). This increase can be explained by the rapid growth of the network itself. In 1983 there were seventy three institutions using the system, including thirty seven from British Columbia. Users now total three hundred and forty.

The Envoy service is also being used more frequently to send other messages. For example, it was used recently to transmit information regarding job vacancies at the Legislative Library.

***Index to the Standing Orders***

Under the direction of Mr. George MacMinn, Deputy Clerk of the House, Maureen Lawson produced the index to the new Standing Orders which was published in February.

***Circulation File***

A telephone recall system for overdue library materials was instituted in early 1985. This system has resulted in a much smaller overdue file and more efficient and equitable use of library materials.

## CATALOGUING DIVISION

### *Automated Cataloguing*

On January 28 a major upgrade of the UTLAS cataloguing support system became operational. At first response time was slow but improved over the year. The great advantage of the new system is the active storage of all records.

The Library has acquired an IBM PC XT for use with the UTLAS system. It replaces the VUCOM terminal leased by the Division since 1979. The IBM PC is the microcomputer designated by UTLAS for future developments to the system.

*The microfiche catalogue (COM)* continued to be received in the same pattern: monthly cumulating supplements with an annual cumulation in October. The sections of the catalogue are: author, title and subject. As a cost-saving measure, no class number section with full bibliographic record was received during the year.

### *Retrospective Conversion*

The Division began retrospective conversion of card catalogue records in two major areas of the collection — the 329 section (Practical Politics and Political Parties) and the 301 section (Sociology). Due to staff shortages these projects will not be completed until early 1986. A number of minor projects, notably the retrospective conversion of United Nations serials and the American University Area Handbook series were started and completed in 1985.

### *Card Catalogue*

Card pulling from the card catalogue continues. This includes card sets for items discarded from the collection, or for items that have been converted to the COM catalogue. Sets for a number of United States and Canadian government publications catalogued by the Cataloguing Division, but shelved in the Government Publications section of the stacks, have also been pulled.

### *Pre-order Searching*

Before October 1985 the pre-order search for items published after 1979 was done manually. Since then it has been done on the UTLAS database. Searching on the

Left to right, Deputy Speaker, Bruce Strachan, M.L.A. Prince George South; Deputy Legislative Librarian, Margaret Hastings; Law Clerk, Ian Izard and Legislative Librarian Joan Barton discuss a point of law in the Reference Room.

automated system results in a saving of clerical time.

### *Statistical Reporting and Records Management*

The Division's statistics are now prepared with Multiplan software on the Library's Wang PC. Statistics for 1984 to date have so far been entered into the system.

Before leaving the Library, the former Head of Cataloguing created a numerical file system for the Division's records. It has proven to be very effective and is working well.

### *Clerk's Papers Microfilming Project*

All the Clerk's Papers have been arranged by category. Work also began on the papers covering 1883-1939. They are being checked against the Index to the Journals, and the location of each is recorded. A loose-leaf binder with this information is shelved at the beginning of the papers. The new list will facilitate retrieval of items either on film or in the file of original materials. Microfilming will continue after all the collection is prepared.

### *Cataloguing in Publication (CIP)*

An information release: *CIP, the Cataloguing in Publication Program; A Guide for British Columbia Government Publishers*, was distributed to information services directors, librarians, CIP contacts and others involved with publishing throughout government. The release is intended to inform government agencies of the CIP programme and ensure that the established standards are met.

## GOVERNMENT PUBLICATIONS DIVISION

### *British Columbia Government Publications Monthly Checklist*

The Division continues to produce the Checklist through use of a Wang PC which allows access to British Columbia Systems Corporation. Other uses of the Wang have however increased to the point where the Library now requires other equipment to ensure that the efficiency of producing the Checklist is not affected.

Wang VS word processing with its greater power became available in late February when the faster but noisier VS printer was installed. An acoustic cover was purchased in May and has made life in Room 119 bearable again when the word processor is in use.

Multiplan remains local on the PC. The Division no longer has a PC printer so that the Qume printer from Cataloguing must be brought down to the Division whenever it is required to print from Multiplan. In December, the Cataloguing Division's IBM PC XT was installed. The Library intends to use it for Multiplan since it has a Qume printer attached.

Since there is no pressing need to reprogramme to run on the Wang VS, the Checklist tape prepared for the typesetters is still produced by the original method at British Columbia Systems Corporation. The Corporation's charges dropped to record lows in the Fall and partially negate any saving offered by reprogramming. Testing of the current software which began last year indicates that it would be possible, although with some difficulty, to produce a five-year cumulation of the Checklist. Discussions with the Queen's Printer will take place in the immediate future to determine if a sufficiently large market exists to justify the production of the cumulation.

The 1984 annual Checklist was typeset and proofread by the end of September, one month earlier than the previous year. There was a four-week delay before printing. As a result it was not in the hands of the subscribers until mid-November.

### *Legislative Exchange Programme*

Effective April 1, the Division assumed responsibility for payment of publications included in the Legislative Exchange Programme. Since the Division now deals directly with the Queen's Printer, it will be possible to alleviate the problems of late renewals and subsequent missing issues which formerly diminished the effectiveness of the plan.

## ACQUISITIONS AND FILMING DIVISION

Despite staff shortages the Division succeeded in maintaining day-to-day activities of acquiring and processing all non-government publications.

### *Additions to the Collection*

The intake of library materials showed a slight decline. Fewer book items were selected and received. As a result of an increase in the number of donations from Members of the Legislative Assembly, other government offices, organizations, and individuals, the intake of periodicals, catalogued serials and newspapers has increased.

### *Filming Projects*

As part of the Library's retention policy, regular filming of current British Columbia newspapers continued. Two hundred and fifty-eight titles were completed in 1985. The long-term project of disbinding older runs for filming has progressed to the "K" section of the alphabet.

Filming of the Curb and Stock Exchange Reports and the British Columbia News Releases for the year was also completed. Newspapers in the Map Cabinet have been filmed and itemized. All discrepancies in labelling and listing have been investigated and corrected. In order to assist support staff responsible for collating the publications the Division drew up a list of the materials which required preparation prior to filming.

### *British Columbia Newspaper Transfer*

The ongoing programme of filming British Columbia newspapers and transferring older microfilm runs to the Provincial Archives continued. At present the Library has 1,654 reels for three hundred and seventy seven titles, and the Archives 4,475 reels for five hundred and forty nine titles.

### *British Columbia Newspaper Project*

The British Columbia Library Association's Newspaper Committee, which represents libraries with major holdings of B.C. newspapers, met twice during the year (March 15 and May 27). Work on preparation of the union catalogue was sponsored by a grant from the National Library. A contract serials librarian was appointed to work on the bibliographic and holdings inventory of British Columbia papers in the Legislative Library and in the Provincial Archives. The project has provided much needed information for over one hundred and sixteen newspapers and will allow the Library to update its own checklist records.

### *Canadian Institute for Historical Microreproductions*

In response to the National Library's request, the Serials Librarian made an initial survey of serials which began before 1901. Of the sixty five titles in this category, the Library reported on fifteen published in British Columbia. Detailed bibliographic and holdings records were provided and it is expected that the Institute will review them at a later date.

### *Lists Prepared by the Division*

- Microfilmed B.C. Community Newspapers held in the Legislative Library and Provincial Archives
- Currently Received Periodicals
- Currently Received Standing Orders, Continuations and Catalogued Serials
- Currently Received in-Province Newpapers
- Currently Received out-of-Province Newpapers
- Currently Received Microforms

### *Duplicate Exchange*

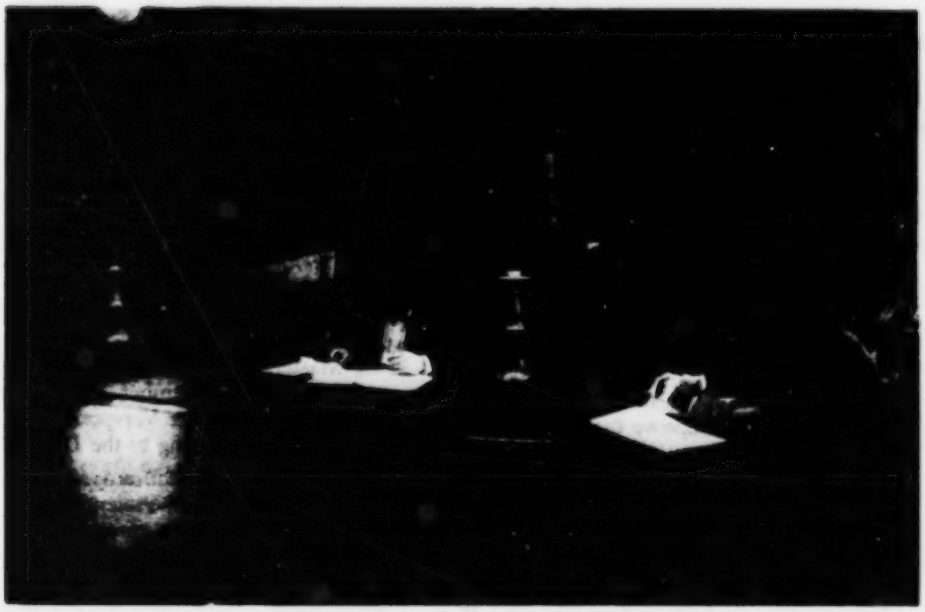
The responsibility for issuing Duplicate Exchange lists was shared with the Government Publications Division for the first time. The Acquisitions and Filming Division produced two lists and the Government Publications Division, three.

## PUBLIC RELATIONS

Staff members enhance the profile of the Library and promote its use by offering tours and instruction on library services to patrons and interested community organizations. Throughout the year therefore, staff routinely provided orientation sessions in response to requests from caucus, government and academic researchers and the guests of Members of the Legislative Assembly.

The Legislative Librarian also took the opportunity to:

- address the Public Library Directors affiliated with Library Services Branch



Left to right. John Parks, M.L.A. Maillardville-Coquitlam; Russ Clifford, Press Gallery, Paul Nicholson, Government Relations Consultant.

- visit the School of Librarianship and Archival Studies at the University of British Columbia
- participate in the seminar *Social and Economic Program Impacts of the MacDonald Commission Report* sponsored by the Institute of Public Administration of Canada and the School of Public Administration at the University of Victoria.

## ORGANIZATION AND STAFFING

Joan Barton, the former Head of Reference, was appointed Legislative Librarian on June 15, 1985 and Margaret Hastings assumed the position of Deputy Librarian. A series of staff changes and adjustments which had awaited the appointment of the Librarian followed. They are summarized in Appendix II.

As of July 1985 the full-time complement of staff totalled thirty-one. Distribution was as follows:

| | |
|---|---|
| Office of the Librarian | 3 |
| Reference Services | 12 |
| Cataloguing Division | 6 |
| Government Publications Division | 5 |
| Acquisitions and Filming Division | 4 |
| Library Attendant | 1 |

In addition there were three part-time employees: two sessional assistants and one contract serials librarian compiling the union catalogue of holdings for the British Columbia Newspaper Project.

### *Staff Reorganization*

At the end of March, Office Assistant, Eleanor Underwood returned full-time to the Cataloguing Division after working half-time in Cataloguing and half-time in the Government Publications Division. The move was intended to alleviate a severe clerical shortage in the Cataloguing Division, which was created by Joanne Westby's resignation. As a cost-saving measure the position remained vacant for the rest of the year.

The Reference Division lost its two half-time positions in July. Reference Librarian, Rod Cardin transferred full-time to the Acquisitions and Filming Division, and Office Assistant, Donna Locken full-time to the Government Publications Division.

### *Staff Development*

In keeping with the Library's policy to encourage continuing education activities which maintain and heighten employee per-

formance, staff participated in both in-service and external training events and job related seminars and conferences.

*Computer-Based Literature Searching* — Attendance at workshops designed to enhance the on-line searching techniques of Reference Librarians is an ongoing part of the Reference Division's activities. Workshops attended during the year included those given by: Micromedia, QL, Dialog, PTS, InfoGlobe, BRS, Westlaw and Textline.

*Automated Cataloguing Support Systems* — In order to maintain current awareness and improve their skills in the use of Library automation systems, members of the Cataloguing Division participated in demonstrations and seminars throughout the year.

Marjorie Howell attended Camosun College to take the course: "Microcomputers, An Introductory Course."

UTLAS sponsored two seminars: "Advanced Terminal Operation", which was attended by all members of the Cataloguing staff and "Work-flow For Supervisors," attended by the three Cataloguers.

*Automated Library Systems* — With a view to examining their potential for Legislative Library application, Librarians attended a number of integrated automated systems demonstrations. Noteworthy demonstrations included MultiLys Library Support Systems by Sobeco Group Incorporated.

*Administration* — Margaret Hastings participated in a five-day workshop: "Financial Management and Control," sponsored by the Ministry of Provincial Secretary and Government Services. The workshop is one of an ongoing series of training sessions for managers.

Joan Barton and John MacEachern attended: "Work Simplification Applied to Office Information," a workshop sponsored jointly by the British Columbia Library Association and the University of British Columbia's Continuing Education Programme. The workshop outlined flow charting methods as an instrument to assist in decision making.

*Personnel Management* — Supervisors: Joan Barton, Margaret Hastings, Shirley Ward, John MacEachern and Maureen Lawson attended a one day workshop on "Recruitment and Selection", which was sponsored by the Training and Safety Division of the Ministry of Provincial Secretary and Government Services.

*Public Sector Management* — Joan Barton completed the University of Victoria's Diploma in Public Sector Management (DPSM) in May and began the Masters in Public Administration programme in September. Reference Librarian, Frederike Verspoor, continues courses leading to the DPSM.

*Computer Based Information Systems* — Reference Librarians, Vivienne Bruce and Linda Coupal, are enrolled in the "Computer Based Information Systems" course given by the University of Victoria.

*Occupational Safety* — In order to alert the staff to the importance of adhering to safety measures in the workplace which ensure their physical well-being, occupational safety lectures were given to staff members by Peter Yolland of the Fitness Branch, Ministry of Health.

*Taking Charge of Your Career* — In January/February, Office Assistant Eleanor Underwood attended the "Taking Charge of Your Career" workshops. This is a series of six workshops sponsored by the Ministry of Provincial Secretary and Government Services. They are designed to help women in government determine possible career paths and to plan for fuller participation in the work environment.

*Stress Management in the Workplace* — Two staff members, Annemarie Richmond and Donna Morrison, attended the Ministry of Provincial Secretary and Government Services' "Stress Management" course.

### *Conferences and Other Professional Activities*

Vivienne Bruce and John MacEachern represented the Library at the British Columbia Library Association's annual conference in Vancouver. Of special interest to

the Legislative Library were sessions on "library promotion" "government publications" and "information sources in the Pacific Northwest".

In September John MacEachern attended the WESCAN ASIS annual meeting which was held in Banff, Alberta.

Margaret Hastings continues to serve as a member of the British Columbia Newspaper Committee.

John MacEachern is the Library's representative on the British Columbia Library Association's Government Publications Committee.

Judi Bennett acts as Secretary to the Government Libraries Association of British Columbia.

Maureen Lawson, Wendy Carmichael and Marjorie Howell are members of the Library's Disaster Planning Committee.

Joan Barton remains the contact for the Ministry of Provincial Secretary and Government Services' Women's Advisors Committee.

## APPENDIX I

### *Library Staff*

**Legislative Librarian** Joan A. Barton
**Secretary** Stephanie F. Wood
**Deputy Legislative Librarian** Margaret E. Hastings

**REFERENCE DIVISION**

| | |
|---|---|
| **Head** | Maureen Lawson |
| **Librarians** | Vivienne Bruce<br>Linda V. Coupal<br>Mary Ann Murphy<br>William M. Peters<br>Dawn Smurthwaite (auxiliary replacement)<br>Frederike Verspoor (on leave) |
| **Reference Clerk** | Nonie S. Perron |
| **Assistants** | Linda Cole<br>Fred E. Garcia<br>Linda Stinson<br>Cheryl R. Wenezenki<br>William D. Williams |
| **Sessional Staff** | Verna Bradley<br>Joanne Westby |

**CATALOGUING DIVISION**

| | |
|---|---|
| **Head** | Shirley Ward (until September 5, 1985) |
| **Librarians** | Wendy J. Carmichael<br>Marjorie J. Howell<br>Lois E. McGregor |
| **Cataloguing Clerk** | D. Joyce Robertson |
| **Assistant** | Eleanor J. Underwood |

**GOVERNMENT PUBLICATIONS DIVISION**

| | |
|---|---|
| **Head** | John H. MacEachern |
| **Librarians** | Judith M. Bennett<br>Roger D. Young |
| **Assistants** | Linda M. Jackson<br>Donna Locken |

**ACQUISITIONS AND FILMING DIVISION**

| | |
|---|---|
| **Head** | Margaret E. Hastings |
| **Serials Librarian** | Roderick V. M. Cardin |
| **Acquisitions Clerk** | Peggy Kelly |
| **Filming Clerk** | Gloria F. Mosser |
| **Assistant** | Lynn Bigwood |
| **Library Attendant** | Charles E. Beyer |

**ADDITIONAL STAFF**

| | |
|---|---|
| **Contract Serials Librarian** | Dawn Smurthwaite (until July 1985)<br>Ken Field (from September 1985) |

## APPENDIX II

### *Staff Changes*

Linda Cole replaced Office Assistant, Annemarie Richmond, in the Newspaper Indexing Section. Mrs. Richmond resigned to relocate to Duncan (July 2).

Office Assistant, Donna Morrison, transferred to the Ministry of Transportation and Highways (August 23).

Reference Librarian, Frederike Verspoor, left on maternity leave. She was replaced by Dawn Smurthwaite who is employed on an auxiliary contract (September 3).

On her promotion to Assistant Manager, Records Management Branch (September 4), Shirley Ward resigned as Head of the Cataloguing Division. Protracted attempts to fill this highly technical position, which requires considerable cataloguing and supervisory experience as well as extensive knowledge of library automated systems, proved unsuccessful. A search to recruit out-of-province applicants has been completed and the new Head of Cataloguing, Sheila Gann, filled the position on April 1, 1986.

Secretary to the Legislative Librarian, Naida Joe, retired from the Public Service (September 9).

Office Assistant (Newspaper Section) Cheryl Wenezenki, replaced Donna Morrison (September 9).

Maureen Lawson (former Reference Librarian) was promoted to Head of the Reference Division (September 16).

Stephanie Wood joined the staff as Secretary to the Legislative Librarian (October 15).

Reference Librarian, Linda V. Coupal, filled the position left vacant by Ms. Lawson's promotion (November 12).

## APPENDIX III

### *Selected Acquisitions*

**Canadian Human Rights Advocate** — Provides up-to-date, reliable information in the Canadian human rights field. Published ten times per year in Maniwaki, Quebec.

**Time & Tide** — Gives political and economic insight into international events. Published quarterly in London, England.

**Canadian Business Life** — Promotes a healthy economic environment by covering consumer and business issues. Published irregularly in Toronto, Ontario.

**Women & Politics** — Covers in a scholarly fashion the political and sociological implications of women and politics. Published quarterly in New York, New York.

**Parliamentary Alert** — A Canadian reference tool designed to give weekly up-to-date information on the business of Parliament, its committees, federal-provincial conferences, appointments, etc.

**Health and Safety Law** — A Canadian reference tool. Part of the Lancaster House publications, designed to give monthly reports on decisions and awards in this field.

**Women's Employment Law** — A Lancaster House reference publication, issued monthly to provide information on decisions and awards in this field.

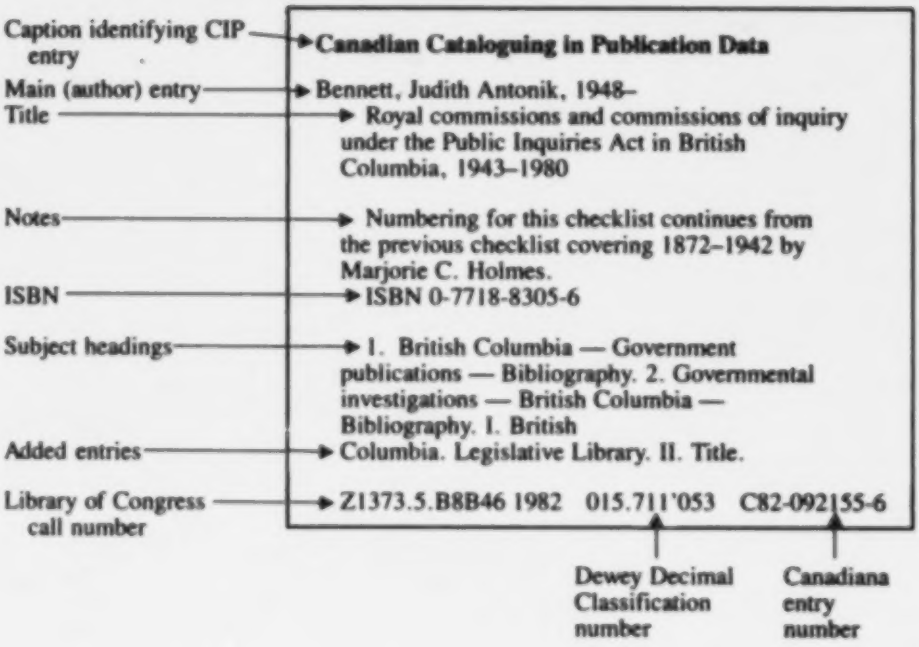
**Hellenic News** — A British Columbia newspaper issued monthly in Vancouver to cover Hellenic-Canadian news in bilingual form.

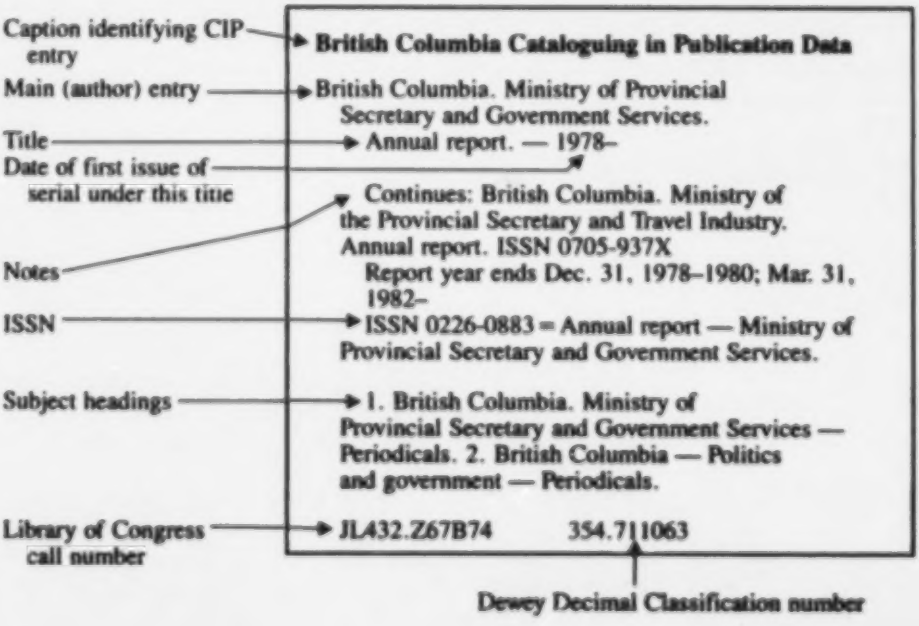
**Coast Mountain Courier** — A British Columbia newspaper designed to serve the Bella Coola Valley. Issued every second Wednesday in Hagensberg, British Columbia.

**Barkley Sounder** — Provides coverage of coastal activities. Issued monthly in journal format.

## APPENDIX IV

### *Examples of Full CIP Entries Printed in Government Publications*


Caption identifying CIP entry
Canadian Cataloguing in Publication Data
Main (author) entry
Bennett, Judith Antonik, 1948–
Title
Royal commissions and commissions of inquiry under the Public Inquiries Act in British Columbia, 1943–1980
Notes
Numbering for this checklist continues from the previous checklist covering 1872–1942 by Marjorie C. Holmes.
ISBN
ISBN 0-7718-8305-6
Subject headings
1. British Columbia — Government publications — Bibliography. 2. Governmental investigations — British Columbia — Bibliography. I. British
Added entries
Columbia. Legislative Library. II. Title.
Library of Congress call number
Z1373.5.B8B46 1982 015.711'053 C82-092155-6
Dewey Decimal Classification number
Canadiana entry number


Caption identifying CIP entry
British Columbia Cataloguing in Publication Data
Main (author) entry
British Columbia. Ministry of Provincial Secretary and Government Services.
Title
Annual report. — 1978–
Date of first issue of serial under this title
Notes
Continues: British Columbia. Ministry of the Provincial Secretary and Travel Industry. Annual report. ISSN 0705-937X
Report year ends Dec. 31, 1978–1980; Mar. 31, 1982–
ISSN
ISSN 0226-0883 = Annual report — Ministry of Provincial Secretary and Government Services.
Subject headings
1. British Columbia. Ministry of Provincial Secretary and Government Services — Periodicals. 2. British Columbia — Politics and government — Periodicals.
Library of Congress call number
JL432.Z67B74 354.711063
Dewey Decimal Classification number

## APPENDIX V

### *Statistical Summary*

| | 1984 | 1985 |
|---|---|---|
| **Reference Services** | | |
| Inquiries | 6,231 | 6,169 |
| Computer Services | 145 | 141 |
| Newspaper Index* | 93,768 | 75,963 |
| Circulation | 3,178 | 3,294 |
| Inter-Library Loans | | |
| — material requested by Library | 100 | 51 |
| — material requested by other libraries | 364 | 299 |
| Photocopy Services** | 104,376 | 108,366 |
| **Government Publications** | | |
| Publications Received | 38,767 | 41,676 |
| Titles Listed in the Monthly Checklist | 1,138 | 1,210 |
| **Cataloguing Services** | | |
| New Titles Catalogued | 4,010 | 2,498 |
| Retrospective Conversion | 141 | 793 |
| Cataloguing in Publication (CIP) | 434 | 368 |
| **Acquisitions** | | |
| Titles Received | | |
| — books | 2,990 | 2,735 |
| — periodicals | 1,102 | 1,188 |
| — Catalogued Serials | 861 | 864 |
| — Newspapers | 231 | 240 |
| **Filming** | | |
| Frames Used | 362,558 | 392,966 |
| **Duplicate Exchange** | | |
| Items Disposed Of | 1,125 | 2,951 |

* Includes Retro Index
** Includes Microprinting

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